



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

MCRCO 1330.1

A

1 MAR 1999

MARINE CORPS RECRUITING COMMAND ORDER 1330.1

From: Commanding General
To: Distribution List

Subj: ADMINISTRATIVE INSTRUCTIONS FOR REQUESTING EXTENSION ON
STATION IN CONJUNCTION WITH INTRA-DISTRICT PERMANENT
CHANGE OF STATION ORDERS

Ref: (a) MCO P1000.6F
(b) MCRCO 5216.1

Encl: (1) Sample Administrative Action form

1. Purpose. To set forth instructions for requesting extension on station in conjunction with an intra-district permanent change of station request, and to provide guidance for its administration.

2. Background

a. The consolidation of these administrative actions will assist the recruiting effort, improve the timeliness of personnel actions, and enhance the quality of support provided to the Marine recruiter.

b. In accordance with reference (a), each year the Marine Corps Recruiting Command is authorized a finite number of PCS moves to best position the recruiting force. These PCS moves are allocated to districts on a mission-share basis.

c. Recruiters will not be routinely transferred during a normal three year tour. However, a waiver may be requested if the following criteria are met:

(1) Recruiters being transferred must have served a minimum of one year at the present duty station.

(2) Recruiters being considered for transfer must be able to serve at least one year at the new duty station prior to completion of the recruiting tour.

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d. The following additional information regarding PCS moves applies:

(1) Recruiters will not be transferred while in a limited duty status.

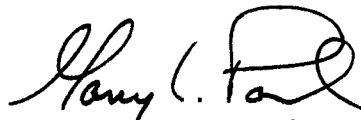
(2) Requests for PCS moves in conjunction with extensions of recruiting tours will be submitted concurrently; however, the PCS request will be held by MCRC (A) pending approval of the extension by the Commandant of the Marine Corps (MMEA).

(3) Upon approval from this Headquarters, district commanders are authorized to prepare PCS orders for intra-district moves. Recruiters WILL NOT be transferred prior to receipt of authorization.

(4) Orders for transfers between districts, from districts to regions, or to Recruiters School must be issued by CMC (MMEA).

3. Action. Commanders will consolidate extension on station requests in conjunction with intra-district PCS orders. The enclosure will be used in the submission of these requests. In accordance with reference (b), these requests are to be forwarded directly to this headquarters, with a copy to the appropriate Region Commanding General. Commanders will ensure the widest dissemination of this directive.

4. Reserve Applicability. This directive is applicable to the Marine Corps Reserve.


GARRY L. PARKS

DISTRIBUTION: A

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SH: 0006-G3-003-0904 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 1330
3. DATE 7 MAR 1993	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)
RECRUITER, I.M. SGT 000 00 0000/0000/8411

5. ORGANIZATION AND STATION (Complete address)
USE APPROPRIATE UNIT ADDRESS

6. VIA (As required)

(1) CO, USMC-RS

(3) CG, MCRC

(2) CO, MCD

7.

TO:

Commandant of the Marine Corps
(MMEA-(MOS) designator
Headquarters, U.S. Marine Corps
3280 Russell Road
Quantico, VA 22134

8. NATURE OF ACTION/SUBJECT

REQUEST FOR EXTENSION ON STATION
IN CONNECTION WITH INTRA-DISTRICT
TRANSFER; CASE OF

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)

(a) MCO P1000.6F

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, request that I be granted a ____ month extension on recruiting duty. Upon approval of my request for extension on recruiting duty, request that I be granted an intra-district transfer.

2. Recruiter Information

- a. EAS:
- b. DCTB:

3. Billet and location Information

- a. Estimated transfer date:
- b. Current billet, location, and VHA rate:
- c. Proposed billet, location, and VHA rate:
- d. Date of vacancy:
- e. Reason for vacancy:

4. Justification:

SAMPLE SIGNATURE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Enclosure (1)